

# The Radyr and Morganstown Association Privacy Policy



# How we will use your information

#### Who we are

The Radyr and Morganstown Association (RMA) is managed by it's <u>Executive Committee</u>. The Chair of this committee is the data controller of the information you provide, and will ensure it is protected and used in line with data protection legislation.

## What data do we hold

The RMA holds e-mail addresses and, in some cases, telephone numbers and actual addresses for both RMA Members and our partners/suppliers.

We also hold photographs of participants at our events both as identified individuals and as part of large groups.

# Why are we collecting this information

Contact information is collected and processed in order to:

- send information about RMA Meetings and events to interested members
- send information on other topics of interest to the Community in Radyr and Morganstown as determined by the Executive this includes our bi-monthy RMA Newsletter but may on occasion require more frequent communications.
- create and maintain contractual relationships with those supplying or offering to supply goods and services to RMA events.

Photographs are also collected and processed in order to:

- maintain a record of the work of the RMA
- publicise future RMA events

### What will we do with your information

Any contact data that we hold will only be visible to members of the Executive Committee. We do not share our mailing lists with any other individuals or organisations.

We may use a digital mailing solution such as MailChimp in order to simplify the process of mailing you. The Privacy Policy for MailChimp can be viewed online: <a href="https://mailchimp.com/legal/privacy/">https://mailchimp.com/legal/privacy/</a>

Photographs are stored securely for future use and, unless expressly requested otherwise, are also published both digitally and in hard copy in order to publicise RMA events. This may include sharing images for publicity purposes with other organisations including local/national press. Where an individual is clearly identified (rather than a group shot of activities) we will seek to obtain express permission for your image to be used.

## Your rights

Your personal data will be processed for the legitimate purposes of the RMA and for the purposes most recently agreed by you. Where you have expressly given consent this may include advertising materials for events in Radyr not expressly organised by the RMA but judged to be of interest to the members of the RMA.

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If you would like to engage any of the rights that you have under UK legislation (such as the right to update your details), ask a question, or make a complaint about how your information is used please contact the RMA Secretary – <a href="mailto:RMA@radyr.org.uk">RMA@radyr.org.uk</a>

You can also make a complaint to the Information Commissioner's Office (ICO) if you believe we have not used your information in line with the law. ICO contact details can be found on their website: <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a>

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